"Change is the law of life. And those who look only to the past or present are certain to miss the future."

John F. Kennedy
FOLLOW THE MONEY! WHAT ARE YOU SPENDING ON RESEARCH SOURCES? PART II: CONTROLLING COSTS

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Doing more with less was the undisputed theme for 2009 and this theme has continued into 2010. Firms continue to search for ways to maximize the resources they currently have with an eye toward reducing costs whenever possible. With this in mind, I would like to discuss 4 tips that can be used to leverage your current resources and save money.

TIP #1: Utilize Your Libraries

The Cincinnati Public Library (PLCH) has a number of wonderful online resources that are available FREE of charge. News and journal articles are available through the Business NewsBank database located under the “Research and Homework” tab. Articles are full text and usually posted one day after publication. They also have several company databases such as the Business and Company Resource Center and Reference USA. Both are great resources for locating information on public and private companies. The Business and Company Resource Center contains company timelines as well as news and industry information. Reference USA provides basic information for companies in the United States and Canada. In addition, it will provide address and contact information for individuals who live in the United States and Canada.

Note: Northern Kentucky residents with a local library card can apply for a reciprocal library card from the Cincinnati Public Library. It’s easy and well worth the effort!

The Kentucky Virtual Library (KVL) provides access to Ebsco Host, an aggregator of premium full-text content from thousands of magazines, newspapers, and journals. They also provide access to ProQuest which offers global content including access to historical newspapers, dissertations, and rarely indexed articles from the independent press.

Note: Anyone affiliated with a member library in Kentucky may obtain access to the KVL.

Kentucky Virtual Library: http://www.kyvl.org.proxy.kyvl.org/resources.shtml

Cincinnati Public Library: http://www.cincinnatilibrary.org/resources/research.asp?group=5

TIP #2: Analyze your Print Collection

When evaluating what should be kept in your print collection, here are a few things to keep in mind:

- Evaluate periodical subscriptions to see if they can be cancelled. Send an email to everyone on the distribution list and include the cost of renewal to see if the publication is really needed. If you receive permission to cancel or don’t receive a response at all, cancel the service.

- Cancel attorney office copies of publications. Instead, purchase a few copies of the publication(s) and house them in the main library for everyone to reference or have attorneys purchase their own desk copies.

- Eliminate redundancy between electronic and paper formats whenever possible. This seems like common sense, but it’s easy to become nostalgic about resources you have always had in print and don’t want to give up. If you have access to reliable online resources via Lexis and Westlaw or the Internet, consider using those resources and cancelling the print whenever possible.

- If you have a website, consider cancelling your Martindale-Hubbell directory listing.

- Before actually purchasing a publica-
tion, see if you can borrow it from a nearby library. If the item is borrowed more than five times in a year, the rule of thumb is that you should consider purchasing it after evaluating the price. Make sure you know how often the publication will be updated before purchasing. This is not always included in the price.

- Check Amazon.com for discounted books whenever feasible.
- Consider dropping standing orders on sets such as Am Jur, Proof of Facts, form sets and other treatises that do not need to be completely current. Consider re-purchasing the set every 3 years.
- Take advantage of your sales representatives when making multiple print and electronic purchases in order to obtain discounts whenever possible.

Tip #3: Leverage Your Lexis and Westlaw Contracts

There are a number of things that can be done to leverage your Lexis and Westlaw contracts:

- If you have a Lexis or a Westlaw contract, determine if any of your print publications can be cancelled so that you can access the information online. Several years ago, I cancelled Collier’s 15th Edition in print and moved all users over to the online version through Lexis.com. Having a flat contract to access this service online was cheaper than paying for the updates on an annual basis.
- Consider cancelling newsletters currently received and establishing table of contents clips through Lexis and Westlaw for those same publications. I cancelled our subscription to the National Law Journal, and the American Lawyer and receive the new issues electronically via Westlaw.
- If you have flat pricing contracts with Lexis and Westlaw, look into establishing custom pages that would provide easy access to frequently used databases. Lexis and West will usually create these pages free of charge.
- If your Lexis and Westlaw contracts include resources not used by your firm, negotiate to have those resources re-

moved and your monthly commitment reduced. Both providers will be able to provide statistics on how often various databases are accessed.
- If your firm maintains a flat contract for both Lexis and Westlaw, consider cancelling the contract that is used the least. The other service could be kept on a pay-as-you-go basis. Studies have shown that firms with two flat pricing contracts spread their resources too thin and often lose money.
- Have a mandatory client code field for Lexis and Westlaw sessions and review bills on a weekly basis. This will help to eliminate lost charges and boost cost recovery.

Tip #4: Training is Essential

It is important for researchers to be efficient and have an excellent knowledge base of electronic resources. Users should attend training sessions for Lexis and Westlaw as well as for free and low-cost alternatives to Lexis and Westlaw whenever possible. It’s important to be aware of what resources are available and what the limitations of those resources may be.

Does your firm have excellent resources in your law library that have last year’s pocket parts or current references for an area in which your firm no longer practices? Perhaps you received too many copies of a legal publication. The Northern Kentucky Bar Association’s Young Lawyer’s Section is collecting law books and legal print resources from local firms to donate to local public interest groups. Clean out your library, collect up to date or current legal references, and YLS will match each resources with a local public interest group.

For more information contact Emily Walters, Chair of Book Drive Committee for NKBA YLS at emlywltirs@gmail.com

Calendar of Events (cont.)

September 1
Banking Litigation Section Meeting
11:00 noon at the NKBA Office

September 1
NKBA Officers &
Board of Directors Meeting

September 2
Business & Tax Section Meeting
12:00 noon at the Oriental Wok

September 7
NKBA Office Closed
in Observance of Labor Day

September 9
Northern Kentucky Bar Foundation
Quarterly Meeting

September 9
Women Lawyers Section Meeting
12:00 noon at Keystone Bar & Grill

September 13
Appellate Law Section Meeting
12:00 noon at the NKBA Office

September 13
Young Lawyers Section Meeting/ Happy Hour
5:30 p.m. at Keystone Bar & Grill

September 16
Mediation Section Meeting
12:00 noon in the NKBA Office

September 16
Local Government Section Meeting

September 22
Social Security Section Meeting
12:00 noon in the NKBA Office

September 30
Construction Section Meeting
12:00 noon at the Oriental Wok